PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89) (PC)	**Title of Position** Process Engineering Associate
POSITION DUTY STATEMENT <mark>**Please refer to Job #6705/JH on the application**</mark>	**Division** Information Technology Services Branch Innovation Services Division
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.	**Location of Headquarters** 400 P Street, Sacramento, CA 95814
	Class Title of Position Assistant Information Systems Analyst (Specialist)
	Position Number 275-815-1479-701 (1283)
	Effective Date June 10,2010

Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:
	Under the general supervision of the Business Engineering Manager, this position is responsible for assisting in analyzing business processes throughout the enterprise to help develop and recommend process changes and technology solutions that will provide operational efficiencies and improved customer service for the organization.
40%	Assists in documenting relevant business processes including inputs, outputs, work performed and actors. Assist in analyzing current systems. Helps determine user and stakeholder needs. Determines and documents business problems. Gathers data on and documents background for business problems including effects, causes, and current status in the environment. Helps to define alternative solutions and performs economic analysis and cost/benefit analysis on recommended solutions. Identifies required process changes and produces models of business processes. Performs business process reengineering.
30%	Identifies specific processes to be supported by identified technical solutions. Assists in the defining functional objectives, training requirements, and internet/intranet requirements for new/modified automation projects. Helps define user interfaces and screen flows for GUI-based applications. Assists to identify system interfaces and performance requirements. Specifies the data to be stored by the application and processes to be performed. Develops report requirements. Conducts and documents JAD sessions.
15%	Maintains understanding of customer's business environment, equipment and procedures as they relate to the need for information systems resources and services. Assists in the research, evaluation, and selection of IT products and services.
10%	Assist in establishing training plans and development of training materials and training users.
5%	Participates in a wide variety of special projects as determined by branch needs.